




DIRECTIVE: 1.8

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				31.3.3	31.3.4		

Recruitment

Administrative Practices and Procedures

The City of Wilmington and the Department of Police both recognize that recruitment is a continuous process, from presentations given at schools and various other functions, to every contact a member of the department makes during routine duties. In the event that actual vacancies or even forecasted vacancies demand that new sworn members are hired, the Department of Police will initiate and maintain an active recruitment campaign. (CALEA 31.1.1)

Any member of the Department who is actively involved in recruitment operations will be briefed by the Recruitment Officer. They are cognizant of personnel matters, especially Equal Opportunity & Affirmative Action as it effects the operations of the Department. (CALEA 31.1.2)

Once funds have been approved for needed police recruits, the City Personnel Department will initiate the recruitment process by posting the job announcement within the City government. Following the initial posting, the Human Resource Division will expand its recruitment outside the City government via posters, letters to various civic groups, community organizations and educational institutions, etc., in an effort to attract the best possible applicants.

The Division Commander of the Human Resource Division will serve as the liaison between the Department of Police and City Personnel, and will coordinate and schedule activities with the Personnel Department relating to the police applicant process.

When active recruitment starts, all members of the Department will be notified by an Informational Bulletin and will be encouraged to direct candidates to apply.

Minority members of the Department will be included in recruitment activities to demonstrate to minority communities that the Department of Police is committed to equal opportunity employment.



Cooperative Agreements/Community Outreach

The Department of Police will attempt to involve other law enforcement agencies in cooperative, written, personnel recruitment agreements as long as these standards/procedures are similar to this Department. Involving other agencies may improve interdepartmental relations and, in turn, improve law enforcement activities on a regional basis.

As part of recruitment activities, the Department of Police will seek recruitment assistance, referrals, and advice from community organizations and leaders. The Department of Police will also seek permission to post job announcements with community organizations that are in contact with individuals who are likely candidates for recruitment.

Department representatives selected by the Commanding Officer of the Human Resource Division will participate at "career days" for local high schools, colleges and local universities in an effort to acquaint students and career counselors with the benefits and challenges of a law enforcement career. Applications and position advertisements will be made available to career counselors in a timely manner.

The City of Wilmington also has a summer intern program that periodically places students with the Department of Police. This gives potential recruits an opportunity to work on specific projects within the Department and at times allows the intern to participate in the Department's "Ride Along" program. (CALEA 31.3.2)

Comprehensive Recruitment Plan (CALEA 31.2.2 a)

The objective of the Wilmington Department of Police recruitment plan is to maintain actual sworn officer strength as close as possible to authorized/budgeted strength. Whenever the need arises for a recruit class and is authorized by the Wilmington City Council, the Police Human Resource Division, in cooperation with the City Personnel Department, will begin accepting applications.

A written job description, detailing the nature of the job to be performed; the knowledge skills, and training required to perform the job tasks; and any prerequisite personal attributes will be given to all applicants. All applicants who meet the qualifications and requirements will be required to submit to applicant testing.

The Department of Police seeks to employ the best qualified candidates from a selection pool, therefore the testing is done on an elimination basis. Failing one phase eliminates the applicant from further testing. All applicants must pass the following tests, not necessarily in the order listed, to be placed into the selection pool:

1. Physical Agility Test
2. Written Aptitude Test
3. Medical Examination (CALEA 32.2.7)
4. Psychological Tests



5. Oral Interviews - Board & Chief of Police
6. Drug Screening
7. Background and Polygraph Process

To establish a fair and orderly testing process, the Commander of the Human Resource Division will establish an activity timetable and will provide this to the Chief of Police.

Funding in support of recruitment, publications, written examinations, credit bureau checks, medical examinations, polygraph test, psychological evaluation, police physical agility tests, oral interview board and background investigation are included in the budget preparation process.

At the beginning of the active recruitment phase, the Chief of Police will ensure full Departmental support of the recruitment effort. Information involving recruiting and ongoing recruitment processes will be disseminated by the Chief of Police by way of Informational Bulletins on a continuous basis.

As part of the annual report, an evaluation of recruitment activities will be included containing the following:

- Measurement of recruitment activities against objectives.
- An analysis of the effectiveness or ineffectiveness of recruitment; and
- Recommendations for improvements.
- Revise/Reissue the plan as needed (CALEA 31.2.2b)

The Commander of the Human Resource Division will submit a monthly recruitment progress report to the Chief of Police. The progress reports should document any recruiting activities in the reporting period.

Affirmative Action and Equal Employment Opportunities

The Department of Police has a desired goal of approximating the composition of the community within the sworn rank structure of the organization. Towards this goal, the Department of Police shall aggressively recruit all groups who are under-represented in the agency. (CALEA 31.2.1)

The City of Wilmington maintains affirmative action and an equal opportunities policy under City Code section 35-111. (CALEA 31.2.3)

Job Announcements and Publicity

Announcements of police officer position openings will include a description of duties and responsibilities, job prerequisites including those mandated by the State, physical requirements and educational level. (CALEA 31.3.1a)

Any job vacancies will be publicized at least (10) days prior to any official application filing deadline. Entry level job vacancies can be posted via electronic means, printed material or other media sources. (CALEA 31.3.1b,d)



The Department of Police, along with the City of Wilmington, will advertise police officer application procedures and filing deadlines in the local papers and other appropriate media. Media cooperation will be requested in publishing stories, news items, and public service announcements to attract qualified police applicants. All advertisements will indicate that the Wilmington Department of Police and the City of Wilmington are equal opportunity employers, consistent with city policy. (CALEA 31.3.1c)

Application Process

All Department of Police employees are encouraged to provide the names of possible police officer recruits to the Human Resource Division.

When active recruitment begins towards establishing a recruit class, all applicants will be informed to complete an application for employment. An official application filing deadline, if any, will be boldly indicated on employment announcements and recruitment advertisements.

The Human Resource Division will maintain contact with applicants from initial recruitment application through the selection process. The Academy Sergeant will acknowledge receipt of all employment applications within five working days of their submission and consequently keep all applicants periodically informed of their status. All applicant contacts will be documented and logged. (CALEA 31.3.3)

The Department of Police will actively recruit both inside and outside of its jurisdiction to attract the necessary available work force. Residence in the City will be mandatory within 6 months of the date of hire per city code.

The Human Resource Division will be responsible for receiving and reviewing for accuracy, completeness and eligibility, all police officer applications. Applications that are incomplete will be processed routinely if the deficiencies can be rectified prior to the testing or interview process. (CALEA 31.3.4)

